

OVW



Grants to State Sexual Assault and Domestic Violence Coalitions Program

Fiscal Year 2003
Solicitation

**GMS REGISTRATION
DEADLINE:**

Friday, May 16, 2003

APPLICATION DEADLINE:

Friday, May 30, 2003

U.S. Department of Justice

810 Seventh Street, NW
Washington, DC 20531

John Ashcroft

Attorney General
U.S. Department of Justice

Diane M. Stuart

Acting Director
Office on Violence Against Women

Department of Justice Response Center:

1-800-421-6770

Office on Violence Against Women

World Wide Web Homepage:

www.ojp.usdoj.gov/vawo

Grants to State Sexual Assault and Domestic Violence Coalitions Program Application

World Wide Web Homepage:

www.ojp.usdoj.gov/fundopps.htm

FY 2003 Grants to State Sexual Assault and Domestic Violence Coalitions Program Application Checklist

A complete application will include items submitted on the Internet through the Office on Violence Against Women (OVW), Office of Justice Program's (OJP) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

Step One: Submit the following information online through GMS:

See Quick-Start Guide (See Appendix A)

- G Application for Federal Assistance (SF-424)
- G Summary Data Sheet and Project Narrative
Note: Submit online as an attachment.
- G Budget Narrative
Note: Submit online as an attachment and include the Budget Detail Worksheet, Budget Summary, and Budget Narrative as part of this attachment.
- G Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G Other Program Attachment
Note: If you have not "Other Program Attachments," upload your program narrative two times, because you cannot submit your application in GMS until three attachments have been submitted.

Step Two: Fax the following required document:

If the following documents are not available electronically they must be faxed to OJP as part of your application. Documents must be faxed to 202/354-4147. Important: Please include the title of the grant program to which you are applying and your GMS application number on each page of the document.

- G Signed letter of nonsupplantation
- G Indirect cost agreement, if applicable

Applications will be accepted immediately, but must be received electronically no later than

9:30 p.m. (E.D.T.) on May 30, 2003

Please note: The Office of Justice Program's policy requires that all applicants submit their applications electronically in order to be considered for a grant under the State Coalitions Program. For additional information, please contact Brenda Hollis (202-305-2381), Paula Julian (202-305-2379), or Marylouise Kelley (202-616-0530).

About the Office of Justice Programs

The Office of Justice Programs (OJP), US Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the Office of Justice Programs, U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to implementing VAWA. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

About the State Sexual Assault and Domestic Violence Coalitions Grants Program

Since the Violence Against Women Act (VAWA) was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

State sexual assault coalitions and state domestic violence coalitions have played a critical role in the implementation of VAWA, serving as a collective voice to end violence against women through collaboration with federal, state, and local organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness, and public policy advocacy. Statewide domestic violence coalitions provide comparable support to member battered women's shelters for victims of domestic violence and service providers. In a small number of states and territories, these support services are provided through one dual sexual assault and domestic violence coalition. In a few other states, multiple state sexual assault and/or domestic violence coalitions exist.

In the Violence Against Women Act of 2000 (PL 106-386), Congress authorized the Attorney General to award grants to state sexual assault and domestic violence coalitions. The State Coalitions Program is intended to provide federal financial assistance to state coalitions to support the coordination of state victim services activities, and collaboration and coordination with federal, state, and local entities engaged in violence against women

activities.¹ This solicitation provides program and application guidelines for FY 2003 grants awarded under the State Sexual Assault and Domestic Violence Coalitions Grant Program.

Availability of Funds

Congress has appropriated \$4,583,438 for State Sexual Assault Coalitions. Eligible sexual assault coalitions for each state, the District of Columbia, the Commonwealth of Puerto Rico, and the combined Territories of the United States, will each receive an amount equal to 1/54 of the total amount available under Grants to Combat Violent Crimes Against Women in FY 2003.

Congress has appropriated \$4,583,438 for State Domestic Violence Coalitions. Eligible domestic violence coalitions for each state, the District of Columbia, the Commonwealth of Puerto Rico, and the combined Territories of the United States, will each receive an amount equal to 1/54 of the total amount available under Grants to Combat Violent Crimes Against Women in FY 2003.

1. Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not show that males experience comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

States with eligible dual sexual assault and domestic violence coalitions will receive the combined allocation for the state.

Award Period

The award period for these grants will be 12 months. Budgets must reflect 12 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. FY 2003 grants will be awarded based on the following guidelines:

- ! Awards in the amount of \$84,878 will be made to the eligible sexual assault and domestic violence coalition in each state, the District of Columbia, the Commonwealth of Puerto Rico. Awards in the amount of \$21,219.50 will be available for each of the combined Territories of the United States (American Samoa, Guam, Northern Mariana Islands, Virgin Islands).
- ! States with eligible dual sexual assault and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions must ensure an equitable distribution of funds to sexual assault and domestic violence related activities.

Statutory Eligibility Requirements

State Sexual Assault Coalitions

- ! Awards will be made to each sexual assault coalition, as determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health

Service Act (42 U.S.C. § 280b et seq.).

State Domestic Violence Coalitions

Awards will be made to each domestic violence coalition, as determined by the Secretary of Health and Human Services through the Family Violence Prevention and Services Act (42 U.S.C. § 10410 et seq.).

Dual sexual assault and domestic violence coalitions that appear on both of the above mentioned lists will receive the combined allocation for the state.

Eligible Applicants

State Sexual Assault Coalitions

Alabama Coalition Against Rape
Arizona Sexual Assault Network
Arkansas Coalition Against Sexual Assault
California Coalition Against Sexual Assault
Colorado Coalition Against Sexual Assault
Connecticut Sexual Assault Crisis Services
DC Rape Crisis Center
CONTACT Delaware, Inc.
Florida Council of Sexual Assault, Inc.
Georgia Network to End Sexual Assault
Guam Healing Hearts Crisis Center /
Department of Mental Health
Hawaii Coalition for the Prevention of Sexual
Assault
Illinois Coalition Against Sexual
Assault
Indiana Coalition Against Sexual Assault
Iowa Coalition Against Sexual
Assault
Kentucky Association of Sexual
Assault Programs
Louisiana Foundation Against
Sexual Assault
Maine Coalition Against Sexual
Assault
Maryland Coalition Against Sexual Assault
Minnesota Coalition Against Sexual Assault
Mississippi Coalition Against Sexual Assault
Missouri Coalition Against Sexual Assault

Nevada Coalition Against Sexual Assault
New Jersey Coalition Against Sexual
Assault
New Mexico Coalition of Sexual Assault
Programs, Inc.
New York State Coalition Against Sexual
Assault
North Carolina Coalition Against Sexual
Assault
Ohio Coalition on Sexual Assault
Pennsylvania Coalition Against Rape
Puerto Rico Rape Crisis
Sexual Assault & Trauma Resource Center
of Rhode Island
Texas Association Against Sexual Assault
Utah Coalition Against Sexual Assault
Virginians Aligned Against Sexual Assault
Washington Coalition of Sexual Assault
Programs, Inc.
West Virginia Foundation for Rape
Information and Services
Wisconsin Coalition Against Sexual Assault

State Domestic Violence Coalitions

Alabama Coalition Against Domestic
Violence
Arizona Coalition Against Domestic Violence
Arkansas Coalition Against Domestic
Violence
California Alliance Against Domestic
Violence
Colorado Coalition Against Domestic
Violence
Connecticut Coalition Against Domestic
Violence
DC Coalition Against Domestic Violence
Delaware Coalition Against Domestic
Violence
Florida Coalition Against Domestic Violence
Georgia Coalition Against Domestic
Violence
Hawaii State Coalition Against Domestic
Violence
Illinois Coalition Against Domestic Violence
Indiana Coalition Against Domestic Violence
Iowa Coalition Against Domestic
Violence
Kentucky Domestic Violence
Association

Louisiana Coalition Against Domestic Violence
 Maine Coalition to End Domestic Violence Services
 Maryland Network Against Domestic Violence
 Minnesota Coalition for Battered Women
 Mississippi Coalition Against Domestic Violence
 Missouri Coalition Against Domestic Violence
 Nevada Network Against Domestic Violence
 New Jersey Coalition for Battered Women
 New Mexico Coalition Against Domestic Violence
 New York State Coalition Against Domestic Violence
 North Carolina Coalition Against Domestic Violence
 Ohio Domestic Violence Network
 Pennsylvania Coalition Against Domestic Violence
 Coordinadora Paz para la Mujer, Inc./ Proyecto Coalicion Contra la Violencia Domestica
 Rhode Island Coalition Against Domestic Violence
 Texas Council on Family Violence
 Utah Domestic Violence Advisory Council
 Virginians Against Domestic Violence
 Washington State Coalition Against Domestic Violence
 Wisconsin Coalition Against Domestic Violence
 West Virginia Coalition Against Domestic Violence

Dual Sexual Assault and Domestic Violence Coalitions

Alaska Network on Domestic Violence and Sexual Assault
 Idaho Coalition Against Sexual and Domestic Violence
 Kansas Coalition Against Sexual Assault & Domestic Violence
 Jane Doe, Inc.

Michigan Coalition Against Domestic Violence and Sexual Assault
 Montana Coalition Against Domestic and Sexual Violence
 Nebraska Domestic Violence and Sexual Assault Coalition
 New Hampshire Coalition Against Domestic and Sexual Violence
 North Dakota Council on Abused Women's Services/CASA
 Oklahoma Coalition Against Domestic Violence and Sexual Assault
 Oregon Coalition Against Domestic and Sexual Violence
 South Carolina Coalition Against Domestic Violence and Sexual Assault
 South Dakota Coalition Against Domestic Violence and Sexual Assault
 Tennessee Coalition Against Domestic Violence and Sexual Assault
 Women's Coalition of St. Croix
 Vermont Network Against Domestic Violence and Sexual Assault
 Wyoming Coalition Against Domestic and Sexual Violence

Program Scope

State Sexual Assault and Domestic Violence Coalitions Program funds may be used to:

- ! Coordinate state victim services activities; and
- ! Collaborate and coordinate with federal, state, and local entities engaged in violence against women activities.

Grant funds may be used for, but are not limited to the following activities relating to the implementation of the Violence Against Women Act:

- ! providing technical assistance to member agencies;

- ! expanding the technological capacity of coalitions and/or member programs;
- ! developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;
- ! conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- ! bringing local programs together to identify gaps in services and to coordinate activities;
- ! encouraging the representation of underserved populations in coordination activities, including the provision of scholarship funding to under-served communities to participate in planning meetings, task forces, committees, etc.;
- ! engaging in activities that promote coalition building at the local and/or state level;
- ! coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems; and
- ! engaging in systems advocacy to effect policy and/or procedural change in order to improve institutional responses to domestic violence and sexual assault (prohibited activities pertaining to lobbying are discussed below).

Grant funds may not be used for certain activities. Prohibited activities include, but are not limited to, the following:

- ! engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying; *(this prohibition pertains to federal, state, local, and tribal lobbying);*

- ! sub-contracting grant funds to member programs for the provision of direct services;
- ! hiring a grant writer or paying any portion of staff salaries for this purpose; or
- ! addressing child abuse outside the context of domestic violence and/or sexual assault.

Application Content

Using GMS, the SF-424 should be completed online; the project narrative and other program attachments should be submitted as online attachments; the letter of non-supplantation and indirect cost agreement, if applicable, should be submitted by fax (or online under "other program attachments" if applicants have these documents available electronically). Applicants should register online at least two weeks prior to submission of their application. Applications are due by 9:30 p.m. (E.S.T.) on May 30, 2003. A fully executed application, for the purposes of this Program, must include the following:

Application for Federal Assistance (SF-424)

The SF-424 should be filled out online through GMS.

Please note: The Catalog of Federal Domestic Assistance (CFDA) number for this Program is 16.588 and the title is Grants for State Sexual Assault and Domestic Violence Coalitions Program (block 10). The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual **must** list the authorizing official's name and contact information where appropriate.

Abstract (not to exceed 2 pages)

The abstract should provide a brief summary describing the proposed project and how it would address the coalition's overall strategy to address violence against women. In no more than two pages, please provide a succinct summary which answers the following questions:

What is your coalition's eligibility type:

- State Sexual Assault Coalition
- State Domestic Violence Coalition
- Dual Coalition

What activities will be undertaken with grant funds?

- Who will benefit from the grant (specific population or community)?

Project Narrative

Status of Current Project, If Applicable (not to exceed two pages):

This section should describe what has been accomplished with previous funding under the Grants to State Sexual Assault and Domestic Violence Coalitions Program, if applicable, including:

- ! A list of the goals and objectives for the current project, describing the status of each;
- ! The status of completion of any project products; and
- ! Unanticipated obstacles to project implementation.

What Will be Done (not to exceed five pages):

This section should describe the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished.

Products (not to exceed one page):

This section should describe the products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or

local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review prior to public release.

How Effectiveness Will be Measured: (not to exceed one page)

This section should describe the criteria that will be used to measure the project's effectiveness. It should explain how the review would be conducted and identify the specific data collection and analysis techniques to be used. The review should be designed to provide an objective assessment of the effectiveness of the procedures, technology, or services supported with grant funds. Whenever appropriate, the review process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the review process.

Related Federal Projects²:

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

²Related projects is defined for these purposes as:

- ! The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).
- ! An enhancement or expansion of the same program/project (for example, to implement a planning effort funded by other federal monies or to provide an education component within a criminal justice project).
- ! Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

- Active federal grant awards from OJP bureaus or program offices, the Office of Community Oriented Policing Services (COPS), or other federal agencies already supporting this, or related, efforts.
- ! Information on any pending applications for federal assistance for this or related efforts.
- ! Information on how the pending applications would be coordinated with the funding sought through this application. For each initiative, the program/project title, the federal grantor agency; the federal award amount; and a very brief description of its purpose must be included.
- ! Information on how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy. A listing of OJP formula grant points of contact is available at www.ojp.usdoj.gov/state.htm.

This information is necessary to encourage better coordination among Federal agencies in addressing state and local needs.

Budget Detail Worksheet and Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items.

Budget Requirements

Consultant rates in excess of \$450 per day require prior approval by the Office on Violence Against Women and the Office of the Comptroller.

Applicants also are urged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grants programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm. A *Budget Detail Worksheet* is included in this package. You should submit the budget and budget narrative online; however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- ! the proposed amount and use of grant funds over the grant period; and
- ! how the amounts of the specific budget items were determined.

Match Requirements

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. **The application must identify the source of the 25% non-Federal portion of the budget and how the match funds will be used.**

Coalitions may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is

$$\frac{\text{Federal funds}}{75\%} = \text{Amount} \times 25\% = \text{match}$$

Funds from other Federal sources may not be used to meet the match for this program.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. If half of an advocate's time is supported with grant

funds, that advocate must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities. The source of the 25% non-Federal portion of the budget is governed by OJP's *Financial Guide* and the STOP Program statute.

In-Kind Match

In-kind match may include donations of expendable equipment; office supplies; workshop or classroom materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Following are some specific examples of possible sources of match for this program:

- If an entity other than the coalition donates office space free of charge to the coalition for the project, the rental value of the space may be used as match. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of

grant funds. Coalitions may also receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match.

- The salaries of any employees of the coalition that are working on grant-related purposes but are not paid with grant funds may be used. For example, training coordinators or other employees could be used as match to the extent that they are not paid by grant funds.
- If the project has a board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Similarly, other groups, such as a training committee made up of representatives from victim services programs could be used as match to the extent that the members are not paid for their time through grant funds. Any other volunteers involved in the project, such as trainers and speakers or pro bono attorneys and other professionals, also may be used as match.
- Donated tangible goods may be used as match. For example, a program may receive donations of used furniture, the reasonable value of which may be used. A coalition may also solicit donations both from individuals and from companies such as supermarkets of food and other items that can be used by the coalition.
- Coalitions also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the coalition. Other examples of donated services may include web space and services, other computer services, legal

services, and accounting services.

- Coalitions may use several forms of cash match as well. If the coalition receives cash donations or membership dues, this may be used as match. Also, grants from private foundations or state and local governments, as well as money received through the United Way may be used as match.

A Budget Detail Worksheet is included in this package at Appendix D. The budget and budget narrative should be submitted online; however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- ! the proposed amount and uses of grant funds over the grant period; and
- ! how the amounts of the specific budget items were determined.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements (Form 4061/6).

Please review these forms carefully. Applicants are agreeing to these assurances and certifications when you submit your application online through GMS. ***NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.***

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose. Potential supplanting will be

the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Letter of Non-Supplantation

A letter certifying that no supplantation of non-federal funds will take place must accompany the application.

The signed letter of non-supplantation must be faxed to 202/354-4147. **Please include the program title of the OVW program to which you are applying and your GMS application number on each page of the document.**

Additional Program Requirements

Coordination with STOP Formula Grant Program and Other Federal Efforts

Applicants are required to submit a copy of their applications to their State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. A list of OJP state administering agency points of contact is available at www.ojp.usdoj.gov/state.htm

Participation in Training and Technical Assistance Events

The OVW strongly encourages successful applicants to participate in training and technical assistance events sponsored by OVW. Applicants interested in attending technical assistance meetings sponsored by OVW are encouraged to include \$5,000 for travel expenses in their budget. (Please see a breakdown of estimated travel costs in the Sample Budget in Appendix D.)

Performance Measures

There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA), Public Law 103-62**, which was enacted to increase Congressional and Administrative focus on the results from federal programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? What is it actually accomplishing?

Performance under this solicitation is measured by the extent to which financial assistance to state coalitions supports activities which result in an increase in coordination of services and collaboration with federal, state and local entities. Award recipients will be required to collect and report data in support of these measures. Specifically, award recipients must provide OVW with the information indicated below on program activities and services, and the change in those activities and services as a result of funding under this solicitation.

The second requirement, found in VAWA 2000, specifically requires the Attorney General to report to Congress on the effectiveness of programs funded under the State Coalitions Program. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of grant funded activities, and the Attorney General must now report to Congress on the effectiveness of each grant program. Therefore, grantees should collect and maintain data that measures the success of the state coalition's efforts to coordinate state victim services activities and to collaborate and coordinate with federal, state, and local entities engaged in violence against women activities. Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities,

including baseline information and post-project information that can demonstrate enhanced services for victims as a result of the project.

Information that state coalitions must collect under GPRA and VAWA 2000 reporting requirements include:

- The number of member programs belonging to the coalition;
- The number of training events, conferences, seminars, and workshops conducted, and the disciplines/populations attending, e.g., domestic violence/sexual assault victim advocates, criminal justice personnel, faith-based and community-based organizations, legal service providers, victim/survivors, etc.;
- The number of participants attending coalition training events;
- The number of services requested that could not be provided, including why such services could not be provided, e.g., lack of resources, lack of staff expertise, etc.;
- The number of statewide, regional and/or community-based meetings convened to coordinate responses to sexual assault and/or domestic violence;
- The number of technical assistance activities provided to member program(s), including the nature of those activities;
- The number of public awareness events held, public service announcements, and informational materials developed; and
- The number of programmatic materials developed to include:

standards; protocols; training curricula; and policies.

Other data of particular interest to OJP includes, but is not limited to:

- Identified gaps in services eliminated;
- Changes in the provision of culturally appropriate services to underserved populations; and
- Participation of community leaders representing underserved communities in coordination meetings.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$300,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the Internet on the OJP Home Page:

<http://www.ojp.usdoj.gov/OC/FinGuide/guide.htm>

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been

selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the Application for Federal Assistance, SF-424. You can find the listing of the state SPOC at the following website address:
www.whitehouse.gov/omb/grants/spoc.html

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to OJP's Office of Civil Rights. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

How to Apply

Applicants must submit a complete application online through GMS. To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS (Appendix A). **A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.**

Please note: OJP policy requires that all applicants submit their applications electronically in order to be considered for a grant under the State Coalitions Program.

Applications must be received electronically no later than 9:30 p.m. (E.D.T.) on May 30, 2003.

APPENDIX A

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

Please note: Final applications will only be accepted through our on-line application system, including attachments submitted via facsimile. All application materials are due by **9:30 p.m. (E.D.T.) on May 30, 2003.**

- ? **Step 1.** Using your established Internet account,* go to the World Wide Web page: <http://www.ojp.usdoj.gov/fundopps.htm>. **An online GMS Application Procedures Handbook is available on this page,** and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ? **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ? **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the **State Sexual Assault and Domestic Violence Coalitions Grant Program** and begin working on it so that your registration will be sent to the Office. It may take up to one week for you to receive confirmation that you are eligible to apply.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ? **Step 4.** To submit your application online, complete the on-screen *424 / Application for Federal Assistance* and attach and upload your program narrative, and other program attachments in either word processing or spreadsheet files. (Note: You must attach and upload documents in all three of these sections in order to submit your application. If you do not have any "Other Program Attachments", you may attach a blank document.) After submission, you will receive confirmation through email that OJP has received your application and you will be given an application number for future reference.

****If your organization does not have an Internet account, you must establish one in order to apply online for OJP funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.***

APPENDIX B

Standard Application Form (SF-424)

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier	
		3. DATE RECEIVED BY STATE		State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, state and zip code):			Name and telephone number of the person to be contacted on matters involving the application (give area code)		
6. EMPLOYER IDENTIFICATION (EIN) <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: space-between;"> </div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div style="width: 45%;"> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____ </div> </div>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">A. Increase Award</div> <div style="width: 30%;">B. Decrease Award</div> <div style="width: 30%;">C. Increase Duration</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">D. Decrease Duration</div> <div style="width: 30%;">Other (specify): _____</div> </div>			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: space-between;"> </div> TITLE: _____			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):					
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:			
Start Date	Ending Date	a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$ _____ .00	a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
b. Applicant	\$ _____ .00				
c. State	\$ _____ .00				
d. Local	\$ _____ .00				
e. Other	\$ _____ .00				
f. Program Income	\$ _____ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL	\$ _____ .00				
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a. Typed Name of Authorized Representative		b. Title		c. Telephone number	
c. Signature of Authorized Representative				e. Date Signed	

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be 16.588.
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

APPENDIX C

Assurances & Certifications Regarding Lobbying; Debarment,
Suspension, and Other Responsibility Matters; and Drug-free Workplace
Requirements

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966

(16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(a) of this certification; and

(c) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.515 and 67.620 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(c) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C., 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

R. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 40617.

Check ☐ if the State has elected to complete OJP Form 40617.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that: I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C., 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award		3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known: _____			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency: 			7. Federal Program Name/Description: CDFA Number, if applicable: _____		
8. Federal Action Number, if known: 			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI) 			b. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI) 		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the lender above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form - LLL	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX D

**Budget Detail Worksheet and
Sample Budget**

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation Cost</u>
--------------------------	-----------------	-------------	-------------------------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation Cost</u>
---------------------	-------------------------

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal (Match) Amount	_____

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

The sample budget provided below is only a sample budget and is based on last year's funding allocation for each of the coalition grant programs.

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 12 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Advocate	$(\$50,000 \times 100\%)$	\$50,000
Administrative Assistant	$(\$40,000 \times 25\%)$	<u>\$10,000</u>
		\$60,000

The advocate will organize quarterly training sessions for the local DV programs. The advocate will also assist the local agencies in enhancing their current programs and provide technical assistance as needed. A part-time secretary will prepare reports and training materials for the quarterly meetings of victim advocates, survivors, and criminal justice representations.

TOTAL **\$60,000**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	$\$60,000 \times 7.65\%$	\$4,590
Retirement	$\$60,000 \times 6\%$	\$3,600

Health Insurance	\$60,000 x 12%	\$7,200
Workman's Compensation	\$60,000 x 1%	\$600
Unemployment Compensation	\$60,000 x 1%	\$600

TOTAL \$16,590

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Regional Workshop	TBD	Airfare	(\$300 x 1 person x 1 trip)	\$ 300
		Hotel	(\$75/night x 4 nights x 1 trip)	\$ 300
		Meals	(\$35/day x 5 days x 1 trip)	\$ 175

The advocate will attend a regional workshop for victim advocates.

TOTAL \$ 775

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
		TOTAL <u>\$0</u>

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240

Office supplies and postage are needed for general operation of the program.

TOTAL \$840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL \$ 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Jane Doe	Domestic Violence Trainer (\$300/day x 4 days)	\$1,200	
----------	--	---------	--

Jane Doe, Domestic Violence Trainer will co-facilitate the quarterly meetings.

Subtotal \$1,200

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Airfare	Maryland	(\$300 x 4 trips)	\$1,200
Hotel		(\$80/day x 4 days)	\$ 320
Meals		(\$35/day x 8 days)	\$ 280
Taxi (to/from airport)		(\$30/trip x 4 trips)	\$ 120

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project.

Subtotal \$1,920

<u>Item</u>		<u>Cost</u>
AV Equipment Rental for training	\$400/training x 4	\$1,600
		Subtotal <u>\$1,600</u>
		TOTAL <u>\$4,720</u>

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Meeting Room Rental	(\$600/day x 4 days)	\$ 2,400
Telephone	(\$75/mo. x 12)	\$ 900
Printing/Reproduction	(\$100/mo. x 12)	\$ 1,200
		TOTAL \$4,500

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
TOTAL _____		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$ 60,000</u>
B. Fringe Benefits	<u>\$ 16,590</u>
C. Travel	<u>\$ 775</u>
D. Equipment	<u>\$ 0</u>
E. Supplies	<u>\$ 840</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 4,720</u>
H. Other	<u>\$ 4,500</u>
Total Direct Costs	<u>\$ 87,425</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$ 87,425</u>
 Federal Request	 <u>\$ 65,569</u>
Non-Federal (Match) Amount	<u>\$ 21,856</u>